



APPLICATION FOR RECORDS RETENTION SCHEDULE

50228-01

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 2/4/85	1. Agency Address Georgia Ports Authority ContainerPort Terminal Post Office Box 2406 Savannah, Georgia 31402	Application Number 85-50	
Application Number 125		Date Received FEB 28 1985	Date Completed JUL 18 1985
2. Person to Contact Joan Mahaney		Working Title ContainerPort Office Manager	Telephone Number (912) 964-3859
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1981		5. Records Series Title (followed by title used in office, if different) Manifest Report File	
Latest To Date			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The ContainerPort Office maintains liaison with all segments of shipping industry; regularly deals with shipping companies, agents, customs, truck lines, etc., to resolve problems detrimental to the flow of operations; receives complaints and suggestions from these groups, analyzes them and determines action to be taken. Keeps customers apprised of upcoming procedural changes, improvements, new construction.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Import loads from container vessels and limited breakbulk cargo. Included are: Manifest, printout(as a result of input), cover sheet showing vessel discharges, arrival/departure times, loads, discrepancy amendment report, when necessary. File is arranged: Alphabetically			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>25</u> ; Seven to twelve months old <u>0</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>24 boxes</u>			

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Authority Rules to protect confidentiality of data that could be used by competitive shipping lines
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? U. S. Customs and various lines.
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|----------------|-----------------------------------|-------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | indefinite years. |
| c. Federal law | 1 _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

ORIGINAL DOCUMENTS AND
COMPUTER PRINTOUTS:

☐ Calendar Year; ☐ Fiscal year; ☒ Other _____ then,

- ☒ Hold in the current files area 6 month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

MICROFICHE: Hold in current files area until no longer needed for reference; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	2/25/85	<i>[Signature]</i> S. J. M.	2/25/85
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	5/29/85
		Secretary of State/Designee	5/25/85
		Attorney General/Designee	7/17/85